

UNITED STATES GOVERNMENT

Approved For Release 2005/11/21 : CIA-RDP70-00211R000700130035-1

ADMINISTRATIVE - INTERNAL USE ONLY

Memorandum

TO : Records Administration Officer, DDS

DATE: 7 DEC 1962

FROM : Chief, Supply Division, OL

SUBJECT: Mailing Envelopes for FY-1962

REFERENCE: Your memorandum, same subject, dated 23 November 1962

1. During Fiscal Year 1962 the following envelopes were received:

<u>Stock No.</u>	<u>Size</u>	<u>Quantity</u>	<u>Total Cost</u>	<u>COST PER M</u>
7530-H00-3830	12" X 10"	0	0	10.00
7530-H00-3831	16" X 10"	0	0	20.00
7530-247-6051	9½" X 6½"	280,000	\$1,344.00	4.80
7530-286-6936	11½" X 8½"	375,000	2,700.00	7.20
7530-242-1218	15" X 10"	40,900	4,948.90	12.10
7530-286-6963	16" X 12"	327,500	5,731.25	17.50
7530-244-7463	18" X 14½"	82,500	4,125.00	50.00

12X10 2. We currently have in stock 734,800 of Stock Number 7530-H00-3830 and 383,600 of Stock Number 7530-H00-3831. 16X10 This represents the quantities remaining from the original procurement of 1,000,000 and 500,000 made in Fiscal Year 1959. This procurement was made upon the recommendation of your staff at that time. Since there is virtually no demand for these items, we would appreciate any assistance you may be able to render in effecting utilization of the envelopes. ✓

STAT

Distribution:

Orig & 1 - Addressee

1 - OL/SD/SMCB (Official)

OL/SD/SMCB/

(6 December 1962)

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Mailing Envelopes for FY-1962

FROM:

Chief, Supply Division, OL

NO.

DATE

TO: (Officer designation, room number, and building)

DATE

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Records Administration
Officer, DDS

12/12

[Signature]

[Redacted]

File - [Signature]

[Redacted]

advises that envelopes
(7530-H00-3830 & 3831)
were not readily available
in Hdqtrs BSO; also
requester need for these
but not for other types.
BSO advised of this
condition & agreed to
correct it. [Signature]

4.

5.

6.

7.

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14.

15.

FORM
1 DEC 56

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USE PREVIOUS
EDITIONS

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GPO 1961 : O-593644